

NASA Headquarters  
Washington, DC 20546

**H OWI-1156-R013B**

**June 7, 2000**

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**Aero-Space Technology Strategic Enterprise (HQ/Code R)**

**Office Work Instruction**

# **Advisory Committee Management**

**CHECK THE MASTER LIST at**

**<http://hqiso9000.hq.nasa.gov/>**

**VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

H OWI-1156-R013B

June 7, 2000

Responsible Office: R / Front Office

**Subject: Advisory Committee Management****DOCUMENT HISTORY LOG**

<u>Status</u> (Draft/ Baseline/ Revision/ Canceled)	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/25/1999	
Revision	A	4/23/1999	Added definitions and cited additional references. Revised flowchart and procedure to clarify responsibilities. Added criteria for acceptable workmanship. Paragraph 7: Revised format of Quality Records table and updated identified quality records.
Revision	B	6/7/2000	Ensure flowchart, text and quality records use identical wording.

June 7, 2000

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**Subject: Advisory Committee Management****Approved by:** Greg M. Reck June 7, 2000**1. PURPOSE** Provide procedural guidance for advisory committee activities.**2. SCOPE and APPLICABILITY****2.1** This OWI encompasses Enterprise activities involving the ASTAC.**2.2** This OWI applies to the Office of Aero-Space Technology at NASA Headquarters.

**3. DEFINITIONS**

AA	Associate Administrator for Aero-Space Technology
ACS	Advisory Committee Specialist – an assignment in Code RS
AI	Office of the Associate Deputy Administrator
ASTAC	Aero-Space Technology Advisory Committee
CFS-2	Audio Visual Support Services
DD	Division Director within Code R
EXC	Code R Executive Secretary for Advisory Committees – an assignment performed by the Code R Executive Officer
FACA	Federal Advisory Committee Act
FRN	Federal Register Notice
HATS	Headquarters Action Tracking System
NAC	NASA Advisory Council
NSD	NAC Staff Director, an assignment in Code Z
RLT	OAT Strategic Enterprise (Code R/HQ) Leadership Team, including the AA, DAA, & Division Directors (RB, RG, RP, RS & RW)

May 31, 2000

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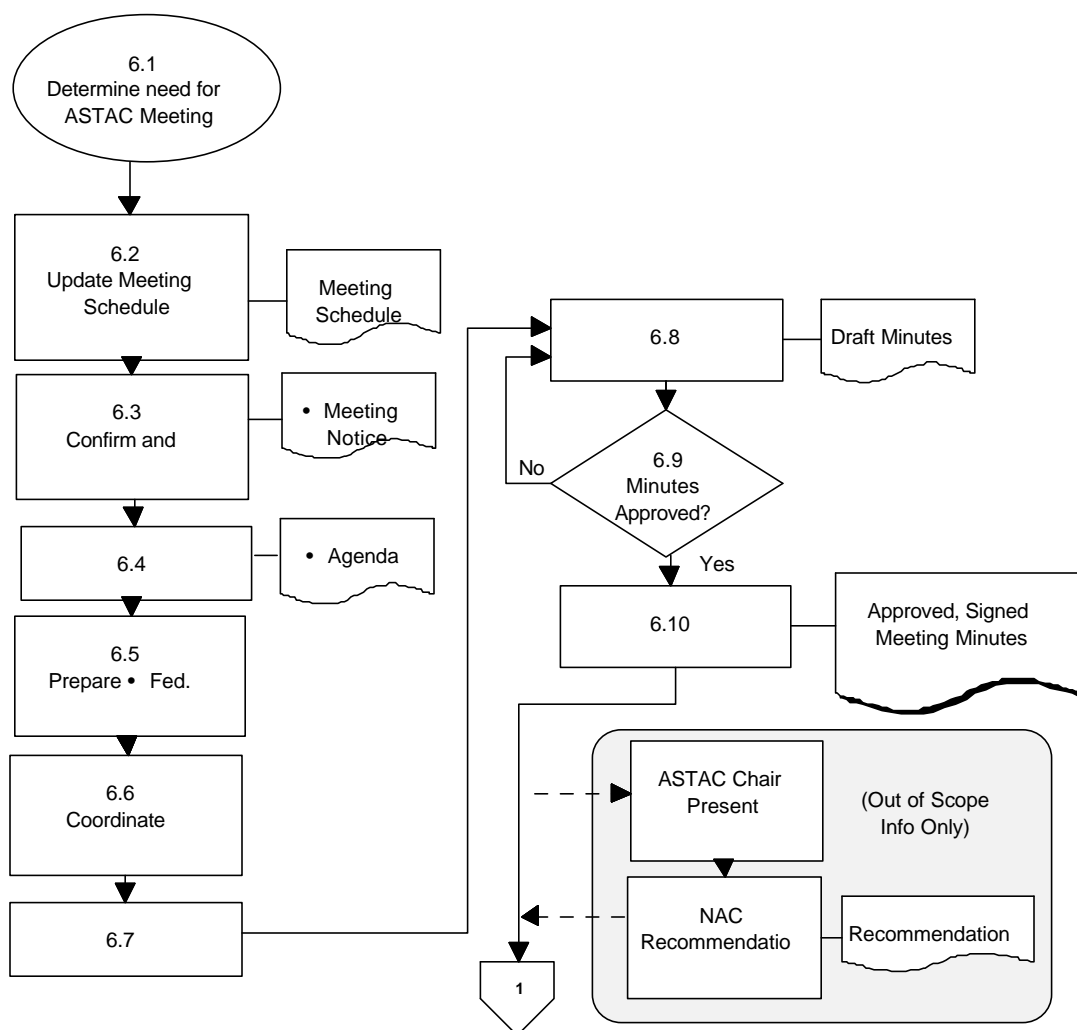
**Subject: Advisory Committee Management****4. REFERENCE DOCUMENTS**

NMI 1150.2H "Establishment, Operation, and Duration of NASA Advisory Committees," effective December 16, 1991

Charter of the Aero-Space Technology Advisory Committee of the NASA Advisory Council, April 29, 1999

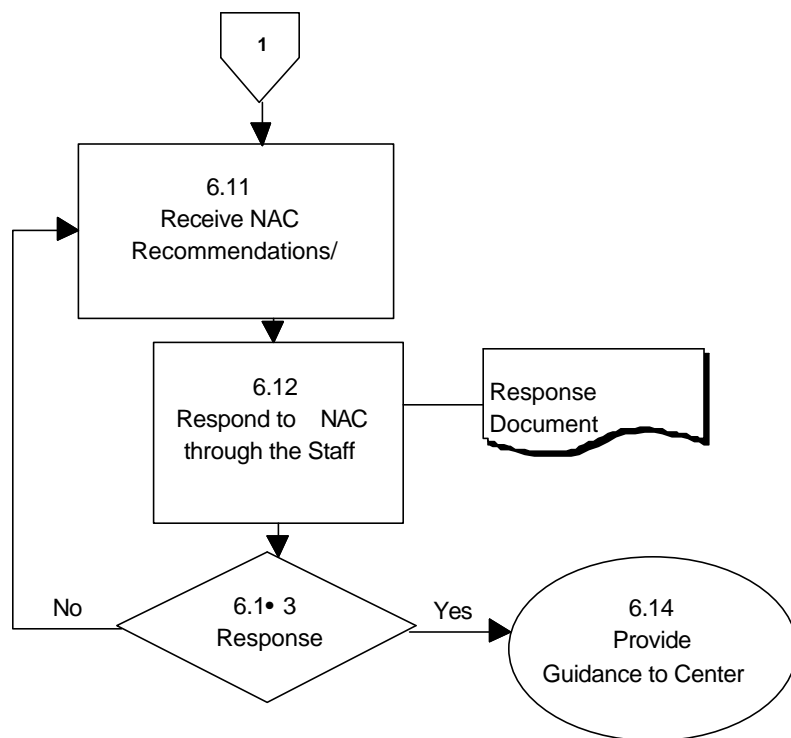
Public Law 92-463 Federal Advisory Committee Act (FACA), 92 HR 4383 October 6, 1972.

Federal Register Document Drafting Handbook

**5. FLOWCHART**

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## 6. PROCEDURE

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
<b>6.1</b>	ACS	Consult with the AA, EXC, and the ASTAC Chair to determine if an ASTAC meeting(s) is needed within the next six months.
<b>6.2</b>	ACS	Consult with the AA, EXC and the ASTAC Chair to identify alternative dates for the ASTAC meeting(s) within the next six months. Update the ASTAC meeting schedule.
<b>6.3</b>	ACS	Contact ASTAC members to ascertain which alternative dates are preferred for planned ASTAC meetings within the next six months. Consult with the AA, EXC, and ASTAC Chair to determine meeting dates. Contact Code CFS-2 to reserve a meeting room. Issue notice of the upcoming ASTAC meeting to the ASTAC membership. Reserve local lodging for invitees as necessary through Headquarters Travel (Code CF-1). Call Code CFS-2 and provide actual meeting support requirements.

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| <b>6.4</b> | ACS           | Create the agenda for the upcoming ASTAC meeting (in accordance with NMI 1150.2H and the ASTAC Charter) by working with the EXC, AA and ASTAC Chair. Agenda format is based on the results and findings of the previous meeting as stated in the previous meeting minutes. Notify the presenters that they are scheduled to present. Distribute the agenda to the RLT, Field Centers Directors (ARC, LaRC, GRC, DFRC), and upon request, ASTAC members.   |
| <b>6.5</b> | ACS           | Prepare a Federal Register Notice (FRN) of meeting in accordance with the Federal Register Document Drafting Handbook. Fax FRN, hotel info, names, phone numbers, etc. to Headquarters Travel (Code CF-1) for action.   |
| <b>6.6</b> | ACS           | Coordinate meeting issues. Provide attendance list to HQ Printing and Design Branch (Code CFP) for any additional "table tents" (nameplates). Fill out the NASA Headquarters Work Order Form to obtain contractor meeting minutes support. Provide notes for Committee Chair (membership changes, lunch/dinner arrangements, etc.). Provide list of attendees to HQ Security (Code CFS). Make arrangements for refreshments. Meet with Code CF-1 and get travel info. Prepare travel orders for committee members (Format is NASA form 372). Contact members via e-mail with confirmed meeting date for next meeting. |
| <b>6.7</b> | Code R<br>DDs | Division Directors or representatives present briefings to the Advisory Committee in line with established agenda.  |
| <b>6.8</b> | ACS           | Finalize minutes by utilizing electronic copy of Advisory Committee contractor notes, own notes as well as notes/thoughts of the Committee Chair. Minutes are developed in accordance with the NMI 1150.2H. Route through EXC and AA to the Committee Chair for approval.   |
| <b>6.9</b> | ACS           | Obtain Chair approval and signature on the meeting minutes. If the Chair approves the minutes, they are forwarded to the committee members. If the Chair does not approve the minutes, they are sent back to step 6.9 to be revised in accordance with any guidance received by the Chair.  |

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- 6.10** ACS Forward the approved, signed meeting minutes to committee members and send eight copies of the minutes to the Library of Congress.
- 6.11** EXC Receive NAC recommendations (through HATS) resulting from the Chair's independent briefing to the NAC. Prepare response document for AA according to HATS and at the discretion of the EXC.
- 6.12** EXC Provide response document to NAC Staff Director (through HATS).
- 6.13** AA If response is rejected by the NAC Staff Director, then response is revised based on guidance provided by the NAC Staff Director. If accepted, proceed to step 6.14.
- 6.14** AA Provide guidance to RLT and Center Directors based on approved committee agenda, minutes, and NAC accepted responses to issues within their purview.

**7. QUALITY RECORDS**

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Media</u>	<u>Schedule Number and Item Number</u>	<u>Retention/Disposition</u>
Approved, Signed Meeting Minutes	Code R ACS	ACS	Hardcopy	Schedule 1, Item 14.B.1	Retain for 2 Years Record is Permanent  Retire to Federal Records Center (FRC) when 2 years old.
Response Document	Code Z NSD	Code Z files	Hardcopy	Schedule 1, Item 14.B.1	Retain for 2 Years Record is Permanent  Retire to FRC when 2 years old.